The regular monthly meeting of the Manistee County Library Board was held in the Library’s Upper Level Meeting Room on Tuesday, March 26, 2019. President Valentine called the meeting to order at 9:00 a.m. with the Pledge of Allegiance.

**Agenda**
Motion by Sleder, supported by Jaffe, to amend the agenda with the following additions under Old Business: tile approval, Strategic Planning proposal from Midwest Collaborative for Library Services, and decision on relocation of the Teen and Tech area. All voting in favor. Motion carried.

**Minutes**
Motion by Buswinka, supported by Sleder, to approve the minutes of the regular meeting of February 26, 2019, as presented. All voting in favor. Motion carried.

**Public Comment**
None

**Correspondence**
Mrs. Greenacre received a thank-you card from the local P.E.O. chapter for a recent tour of the Library.

**Financial Reports**
At the meeting, the Board received reports for the period ending February 28, 2019. Mr. Richards noted the following:
- Accounts payables to the County are normal.
- Accounts Receivable is the final MERS overpayment that has not been credited out.
- Penal Fine revenue is ahead of budgeted amount. This month’s check ($9,602.72) is less than what was received in February 2018.
- Received $380,955.66 in Property Tax revenue. This is approximately $9,700 less than what was received in February 2018.
- Total income is down because of the timing of the receipt of Property Tax revenue.
- There are no major issues with the expenditure line items at this time.

Motion by Jaffe, supported by Sleder, to accept as presented the Financial Reports for the period ending February 28, 2019. All voting in favor. Motion carried.

**Administrative Report**
Mrs. Greenacre noted the followings highlights from her Administrative Report:
- Hired Branch Managers for Wellston and Kaleva. The Wellston Branch Manager started last week and the Kaleva Branch Manager will start next week.
- The Library no longer has Netexpans as a consultant for server maintenance.
- A potential future partnership with the new Wagoner Center for seniors.
New Business
Manistee County Community Foundation President Laura Heintzelman gave a brief introduction of the Foundation and its role in the community. The Foundation is dedicated to enhancing the quality of life for all Manistee County residents by providing leadership to achieve community change, make grants that address local needs and build permanent endowments.

The Manistee County Library Fund was established in August 2004 with an establishing gift of $50,000 to provide general operating support for the Library. The fund balance as of February 28, 2019 is $75,647.12 with approximately $4,700 available in grant distribution.

Motion by Jaffe, supported by Buswinka, to request the available grant funds for 2018 and 2019 from the Manistee County Community Foundation. Roll call: Buswinka – yes, Valentine – yes, Jaffe – yes, Sleder – yes. Motion carried.

Committee Reports
Technology Committee - The Technology Committee (Tamara Buswinka, Barry Lind, and Debra Greenacre) met on March 6, 2019. The Committee discussed: 1) Internal technology staff duties, consultant support, and terminating the current contract with the technology consultant. 2) Delaying the preparation of a Technology Plan until the Strategic Plan is updated. 3) Pros and cons on securing a Debit/Credit card service. 4) Lack of sufficient broadband to serve the community. 5) Home delivery of checkout books.

Personnel Committee - The Personnel Committee (Barbara Sleder, Barry Lind, and Debra Greenacre) met on March 8, 2019 and discussed updating job descriptions to align them with the updated organizational chart. Updating the job descriptions will give staff more mobility moving laterally and upward.

Facilities Committee - The Facilities Committee (Joyce Valentine, Barbara Sleder and Debra Greenacre) met on March 8, 2019 and discussed the Spicer Group’s structural assessment of the mezzanine and decided to table it until later. The Committee recommended the project of moving the Tech Room to the main level be tabled until the other projects already started is completed. They also discussed upgrading the present Teen Area and Tech Room and replacing two cracked windows. The Committee also heard an update on the asbestos removal, replacement of tile and painting of both entry ways.

Policy Committee - The Policy Committee (Joyce Valentine, Rosalind Jaffe, and Debra Greenacre) met on March 15, 2019 and reviewed the current Patron Use of Library Policy and it was their consensus that it was missing guidance on relevant issues. The Committee reviewed the Patron Behavior Policy that Mrs. Greenacre compiled, but at this time it is not ready for the Board’s review/approval. The Committee’ priorities will be to finish the Library Board Bylaws and begin work on the Financial Policy.

Old Business
Library Projects Update - Tile - The Board received quotes at the meeting from Haglulnd’s Floor Covering, Inc. and Classic Interiors for replacing the tile. There is approximately $1,900 difference in the quotes and the Board spent a considerable amount of time discussing them and how to proceed as both quotes are basically for removing the old tile and replacing it with new tile. In the discussion that followed, it was suggested to hire a general contractor or project manager to select a quote and oversee this and future projects. The Board tabled a decision on selecting a quote until a Project Manager (general contractor) is hired. The task of finding someone was turned over to the Facilities Committee.
Old Business (Old Business)
Proposal from Midwest Collaborative for Library Services - At last month’s meeting, the Board received a proposal from Midwest Collaborative for Library Services for strategic planning that was to be discussed at this month’s meeting. President Valentine tabled discussion and vote on the proposal until next month’s meeting so the Board has an opportunity to review the proposal.

Teen – Tech Area - The discussion began by Mrs. Greenacre asking the Board if they wanted to invest the money now to move the Tech Room to the main level and the Teen area up to the mezzanine. Any computers/furniture purchased for the Teen area could be used when the decision is made to move the area. Mrs. Buswinka suggested not make a decision on the Tech Room now, but Ms. Sleder felt we need to make the Tech Room usable for our patrons. However, Mrs. Buswinka felt it was not usable because the Tech Room is not on the main floor where it is visible to those coming into the Library. Before making the following motion, Ms. Jaffe suggested the Board should wait on the Tech Room.

Motion by Jaffe, supported by Sleder, to proceed forward with improving the Young Adult area on the main floor with a cost not to exceed $5,500. Roll call: Buswinka – yes, Valentine – yes, Jaffe – yes, Sleder - yes. Motion carried.

New Business
Laura Heintzelman, Manistee County Community Foundation - This was moved up on the agenda after the Administrative Report.

Branch Summer Hours - The Branch Libraries, except Arcadia, have been open on Saturdays during the summer. Mrs. Greenacre is recommending that Arcadia also be open this year as it would be beneficial to the community.

Motion by Buswinka, supported by Jaffe, to approve Saturday Branch hours for Arcadia, Kaleva, Onekama, Bear Lake, and Wellston from 10 a.m. to 2:00 p.m. from June 8 to August 17, 2019. All voting in favor. Motion carried.

Trustee Video - There were issues with this month’s video (The Board received a handout of the video – Board Meetings in their packet.)

Board Trustee Comments
Ms. Sleder recommended Board members read The Library Book by Susan Orlean.

Informational Items
Manistee News Advocate article: Library to offer spring author mini-series, notice of Manistee Conservation District Annual Meeting, and February 2019 bills.

Adjourn/Other
Motion by Buswinka, supported by Jaffe, to adjourn the meeting at 11:35 a.m. All voting in favor. Motion carried.

The next regular meeting of the Manistee County Library Board will be held at 9:00 a.m., Tuesday, April 23, 2019 in the Library’s Upper Level Meeting Room, 95 Maple Street, Manistee, MI.

Helen Grabowski
Recording Secretary